



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	TS: LABORATORY TECH (WL) [FORMERLY SEED ANALYST]
POSITION NUMBER:	00051939
LOCATION:	SEED LAB, TIFTON, GA
POSTING DATE:	AUGUST 28, 2015
APPLICATION DEADLINE:	SEPTEMBER 10, 2015
WHO MAY APPLY:	ALL QUALIFIED CANDIDATES
PAY GRADE:	12
JOB CODE:	90301
ENTRY SALARY:	Commensurate with Education and Experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture both locally and globally and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: Job responsibilities include, but are not limited to, the following:

- Prepares media and/or reagents for use in performing routine analysis of samples.
- Performs routine laboratory tests and procedures under appropriate supervision. Operates and assists in maintaining lab equipment.
- Monitors, adjusts, records, and maintains correct settings of laboratory equipment.
- Identifies and accurately classifies seed components as pure seed, inert matter, other crop, weeds and noxious weeds for each purity sample.
- Determines the correct percentage of each purity component.
- Compares laboratory analysis findings with seed lot labeling for each component and computes the correct statistical tolerance according to AOSA protocol.
- Verifies variety labeling based on seed characteristics and conducts special variety tests as needed based on seedling characteristics, chemical analysis and grow-outs according to established guidelines.
- Records observations on the physical condition of the seed, e. g. maturity, presence of disease, pesticide treatment, mechanical damage or insect damage according to established guidelines.
- Evaluates and records results of seed samples tested for germination factors based on the AOSA Rules for Testing Seeds and according to State and Federal laws.
- Classifies germinated seedlings as normal or abnormal and remaining seeds as dormant, hard or dead.
- Conducts special analyses according to AOSA handbook guidelines or other protocol established by supervisor.
- Receives and logs samples into laboratory information systems.
- Prepares, blends, divides and weighs representative seed samples according to the proper method for analysis of each seed kind.
- Prepares representative samples for "germination only" according to standard operating procedures.
- Collects samples for testing.
- Exercises independent judgement following established laboratory policies and procedures.
- Represents results and conclusions clearly, accurately and in proper form.
- Maintains personal reference file on seed biology and seed technology.
- Maintains and updates laboratory herbarium and other reference material.
- Performs analysis of referee samples and evaluates factors affecting seed quality according to established guidelines.
- Maintain laboratory glassware and keep laboratory proficient in the analysis of quality for all crop, vegetable and turf kinds.
- Performs proper calibration, preventative maintenance, lubrication and minor repairs on all seed laboratory equipment.
- May monitor and record laboratory systems such as refrigerators, ovens, and incubators for compliance with requirements.

- Functions as germination technician upon completion of primary duties or when directed by supervisor.
- Monitors use of proper test procedures and maintenance of test conditions and keep supervisor informed.
- Treats customers with respect, courtesy and tact; and communicates accurate information to others in a professional and courteous manner; conveys a willingness to assist.
- Follows procedures and protocols according to the rules and regulations

MINIMUM QUALIFICATIONS: Completion of high school or GED AND one year of experience in a laboratory setting or a related area **OR** one year of experience at the lower level or position equivalent.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Further education with college/degree in an agricultural field;
- Experience working in a seed laboratory;
- Knowledge of requirements for specimen sorting, preparation and/or testing;
- Working knowledge of Window computer operating system and applications.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION).

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**